

**LOUISIANA VITAL RECORDS REGISTRY  
OFFICE OF PUBLIC HEALTH  
DEPARTMENT OF HEALTH AND HOSPITALS**

**INSTRUCTIONS FOR ORDERING  
CERTIFIED COPIES OF ORLEANS MARRIAGE  
CERTIFICATES**

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The Louisiana Vital Records Registry is the Marriage License/Certificate repository for all Orleans Parish marriage records where the ceremony was conducted within the past fifty (50) years. If the marriage is an Orleans Parish marriage but the ceremony was performed more than fifty (50) years ago, you must place your order with the Office of the Secretary of State. If the marriage license was purchased in a parish other than Orleans, you must place your order with the Clerk of Court in the parish where the license was purchased.

"Louisiana law provides that Marriage Certificates are public records; hence, you may order a copy of any Orleans Parish Marriage Certificate. The law [LSA R.S. 40:40(6)] further provides that a five dollar (\$5) document issuance fee is applicable for each copy. Beginning October 1, 2003, a state charge of \$.50 per transaction must be added to each mail order. To place an order for an Orleans Parish certificate, complete the APPLICATION FOR CERTIFIED COPY OF MARRIAGE CERTIFICATE and mail it to the following address: (Note: A search cannot be performed unless you provide the information requested on the Application)

**Vital Records Registry  
P.O. Box 60630  
New Orleans, LA 70160**

If you wish to order a document online, by fax or telephone, or if you have an urgent need for a document, you may click here <http://www.vitalchek.com/> or you may call VitalChek at 1 (877) 605-8562.

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- If you would like to order an Orleans Parish Marriage Certificate but the ceremony took place more than 50 years ago, place your order with the Secretary of State at the following address:

Louisiana State Archives  
P O Box 94125  
Baton Rouge La 70804-9125  
Tel. No. (225) 922-1206  
[www.sec.state.la.us/archives/archives-library.htm](http://www.sec.state.la.us/archives/archives-library.htm)

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- If you would like to order a certified copy of a Marriage Certificate for a marriage recorded in a parish other than Orleans, you need to contact the Office of the Clerk of Court in that parish. Please note that the marriage is recorded in the parish where the marriage license was purchased. The Marriage Certificate issuance fee may vary from parish to parish. You may access their directory at the Louisiana Clerk of Court web site <http://www.lafayetteparishclerk.com/district.html>.
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- If you would like to order a certified copy of a Marriage Certificate for a marriage that occurred in another state, we recommend that you contact the Vital Records Registry Office in that state. A directory for state Vital Registry offices is available through the National CDC web site [www.cdc.gov/nchs/howto/w2w/w2welcom.htm](http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm)



Revised 09/03

DEPARTMENT OF HEALTH AND HOSPITALS  
OFFICE OF PUBLIC HEALTH  
VITAL RECORDS REGISTRY

**APPLICATION FOR CERTIFIED COPY OF ORLEANS PARISH MARRIAGE CERTIFICATE**

PHS 520C

Rev. (9/03)

FOR SERVICE BY MAIL: SUBMIT CHECK OR MONEY ORDER PAYABLE TO VITAL RECORDS. MAIL TO: VITAL RECORDS REGISTRY, P.O. BOX 60630, NEW ORLEANS, LA 70160. **PLEASE DO NOT SEND CASH.** IF NO RECORD IS FOUND, YOU WILL BE NOTIFIED AND FEES WILL BE RETAINED FOR THE SEARCH.

MARRIAGE RECORD OF:

FEE: \$5.00 ea

\_\_\_\_\_  
GROOM (FIRST, MIDDLE, LAST)

\_\_\_\_\_  
BRIDE (FIRST, MIDDLE, LAST)

\_\_\_\_\_  
PARISH WHERE LICENSE WAS PURCHASED

\_\_\_\_\_  
DATE OF MARRIAGE

**PLEASE NOTE:** A MARRIAGE RECORD IS AVAILABLE FROM THE VITAL RECORDS REGISTRY ONLY IF THE MARRIAGE LICENSE WAS PURCHASED IN ORLEANS PARISH. OTHERWISE YOU MUST CONTACT THE CLERK OF COURT IN THE PARISH WHERE THE LICENSE WAS PURCHASED.

PRINT YOUR ADDRESS:

Number of copies requested \_\_\_\_\_ at \$5.00 each: \_\_\_\_\_

Name \_\_\_\_\_

Street or \_\_\_\_\_

Route No. \_\_\_\_\_

City and \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Home \_\_\_\_\_ Office \_\_\_\_\_

Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_

Add .50 state charge per  
transaction for mail or  
VitalChek orders: \_\_\_\_\_

Total Fees Due: \_\_\_\_\_